

The City of
MADERA



JOIN OUR TEAM!

Are you...

Interested in municipal government and public service?

A team player who likes to contribute to the overall organization?

Ready to explore a learning opportunity in a real-world environment?

Well organized and detail oriented?

NOW RECRUITING FOR:

Building Intern

\$18.00/hour

Apply by 3:00 pm, Friday, 12/1/2023

PRIMARY RESPONSIBILITIES

The **Building Intern** is a learning opportunity for anyone looking to explore the field of building code compliance, including plan reviews, building department policies and procedures, municipal inspection services, customer service, and recordkeeping to include developing databases.

QUALIFICATIONS

Education/Experience: A High School Diploma or equivalent. Enrollment in college-level coursework or professional development courses related to construction management, code compliance, architecture, or a related field, and a career goal related to working in the building code industry.

Licenses: Valid Class C California Drivers License.

EXAMINATION PROCESS

Only the most qualified applicants will be considered. Qualifications are determined based on submission of an Employment Application. The City Manager, upon recommendation of the department head, will make the final selection and appointment for this part time, at-will position.

The examination process may consist of the following parts:
Application Package Review: Qualifying Only; Oral Interview: Pass/Fail. Applicants who require special examination accommodations due to disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559)661-5401.

GENERAL INFORMATION

Applications may be obtained from the City's website www.madera.gov/apply or by calling the City's Human Resources Department at (559) 661-5400. Appointment will be contingent upon successful completion of an extensive background check, pre-employment physical, and drug screen.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer

learn more



madera.gov/apply